

Consulting and Technical Services (CATS)

Task Order Request for Proposals (TORFP)

Commercial Vehicle Information Exchange Window

-- CVIEW --

CATS TORFP PROJECT NUMBER J02P6200040



**Maryland Department of Transportation
State Highway Administration
Office of Traffic & Safety
Motor Carrier Division
CVISN Program**

ISSUE DATE: June 27, 2006

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KEY INFORMATION SUMMARY SHEET

This Consulting and Technical Services (CATS) Task Order Request for Proposals (TORFP) is issued to establish and define the following required consulting and technical services. All CATS Master Contractors in the F8 Application Service Provider functional area are invited to submit a Task Order Proposal (TO Proposal) to this CATS TORFP.

Although information from the Contractors must be sent to concurrent individuals as stated in this Key Information Summary Sheet, all correspondence from MDOT to the Contractors shall be sent only by the MDOT Contracts Manager or designee.

Commercial Vehicle Information Exchange Window (CVIEW)

Functional Area:	F8 Application Service Provider
Project Number:	J02P6200040
TO Type:	Fixed Price
Period of Performance:	Notice to proceed through December 31, 2010.
Place of Performance:	Maryland State Highway Administration Office of Traffic & Safety/MCD 7491 Connelley Drive Hanover, MD 21076
State Furnish Work Site and/or Access to Equipment, Facilities or Personnel:	At SHA's Hanover facility, a reasonable level of the following items will be provided to a maximum of two (2) contractor's personnel: (a) Office space, (b) Office furniture (desk and chair) (c) Office supplies (d) Access to telephone and fax equipment (local use only) No cell phones shall be provided. (e) Access to photocopier(s) and printer(s) (f) Access to desktop personal computer, standard productivity software, e-mail and Internet services
MBE Goal:	20%
TORFP Issue Date:	June 27, 2006
Closing Date and Time:	July 27, 2006 at 12:00 pm (Noon) eastern time
TORFP Issuing Office:	Maryland Department of Transportation State Highway Administration Office of Traffic and Safety Motor Carrier Division CVISN Program
Questions and Proposals are to be sent to:	MDOT Contracts Manager – Peter Arrey parrey@mdot.state.md.us
Questions shall be submitted no later than 10 working days prior	MDOT Contracts Administrator – Carl Stein cstein@mdot.state.md.us

to proposal due date.	TO Manager – Dave Czorapinski dczorapinski@sha.state.md.us
TO Contract Manager:	Peter Arrey Office Phone: (410) 865-1372 Fax: (410) 865-1103 Email address: parrey@mdot.state.md.us
TO Manager:	Dave Czorapinski Office Phone: (410) 582-5734 Fax: (410) 787-2863 Email address: dczorapinski@sha.state.md.us
TO Pre-Proposal Conference:	July 10, 2006 at 1:30 p.m. See attachment 5 for directions

NOTICE TO MASTER CONTRACTORS

All CATS Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. Those Master Contractors deciding not to submit a TO Proposal are required to submit the reason(s) why per Section 3.1 of the TORFP. If you have chosen not to propose to this TORFP, you must complete and email this notice to the TO Procurement Officer. If you are submitting a TO Proposal, we also ask that you take a few minutes and provide comments and suggestions regarding the enclosed TORFP.

TORFP Title: Network Management & Support
TORFP No.: J02P6200040

1. If you have responded with a "not submitting Task Order Proposal", please indicate the reason(s) below:
 - ☐ Other commitments preclude our participation at this time.
 - ☐ The subject of the TORFP is not something we ordinarily provide.
 - ☐ We are inexperienced in the services required.
 - ☐ Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
 - ☐ The scope of work is beyond our present capacity.
 - ☐ Doing business with the State of Maryland is too complicated. (Explain in REMARKS section.)
 - ☐ We cannot be competitive. (Explain in REMARKS section.)
 - ☐ Time allotted for completion of a Task Order Proposal is insufficient.
 - ☐ Start-up time is insufficient.
 - ☐ Bonding/Insurance requirements are too restrictive. (Explain in REMARKS section.)
 - ☐ TORFP requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
 - ☐ MBE requirements. (Explain in REMARKS section.)
 - ☐ Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
 - ☐ Payment schedule too slow.
 - ☐ Other:_____.
2. If you have submitted a Task Order Proposal, but wish to offer suggestions or express concerns, please use the Remarks section below.

Remarks: _____

Master Contractor

Name: _____ Date: _____

Contact Person: _____ Phone ____-____-____ email _____

SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 TO REQUESTING AGENCY RESPONSIBILITIES

- A. The Task Order Procurement Officer (TO Procurement Officer) is primarily responsible for this TORFP, for the determination of TO Agreement scope issues, and the only State representative who can authorize changes to the TO Agreement:
- B. The Task Order Manager (TO Manager) is primarily responsible for the management of this Task Order.

1.2 TO AGREEMENT

Based upon an evaluation of TO Proposal responses, a Master Contractor (s) will be selected to conduct the work. A specific TO Agreement, Attachment 3, will then be entered into between the State and the selected Master Contractor, which will bind the Master Contractor to the contents of its TO Proposal, including its price proposal.

1.3 TO PROPOSAL SUBMISSIONS

The TO Procurement Officer will not accept submissions after 12:00 p.m. eastern time, July 27, 2006. The time will be local time as determined by the Maryland State Highway Administration's email system time stamp. The TO Proposal is to be submitted via e-mail as two attachments in MS Word format. The "subject" line in the e-mail submission shall state the CATS TORFP #J02P6200040. The first file will be the TO Proposal technical response to this CATS TORFP and titled, "CATS TORFP #J02P6200040 Technical". The second file will be the financial response to this CATS TORFP and titled, "CATS TORFP #J02P6200040 Financial".

1.4 MINORITY BUSINESS ENTERPRISE

A Master Contractor that responds to this TORFP shall complete, sign, and submit all required MBE documentation (Attachment 2, Forms D-1 and D-2) at the time it submits its TO Proposal. **Failure of the Contractor to complete and submit all required MBE documentation (Attachment 2, Forms D-1 and D-2) at the time it submits its TO Proposal will result in the State's rejection of the Contractor's TO Proposal.**

1.5 eMARYLAND MARKETPLACE FEE

COMAR 21.02.03.06 requires that each Master Contractor that wins a TO Agreement under this TORFP pay a fee to support the operation of eMarylandMarketplace. The fee will be due on each TO Agreement that exceeds \$25,000. The applicable fee will be based on TO value, including any options. Contractors shall pay the fee as provided by COMAR 21.02.03.06 and in accordance with guidelines issued by the Maryland Department of General Services. A copy of COMAR 21.02.03.06 and the guidelines issued by the Maryland Department of General Services can be found on the eMarylandMarketplace website at www.eMarylandMarketplace.com.

The rate(s) or price(s) of the proposal/bid shall include the appropriate fee as per the COMAR 21.02.06.03 fee schedule. Fees may not be quoted as a separate add-on price. A total TO Agreement value that is other than an even dollar amount will be rounded to the nearest whole dollar to determine the appropriate fee level. For example, a total TO Agreement value of \$50,000.49 will be rounded to \$50,000 and a Level 1 fee will apply. A total TO Agreement value of \$50,000.50 will be rounded to \$50,001 and a Level 2 fee will apply. A total TO Agreement value of \$50,000.50 will be rounded to \$50,001 and a Level 2 fee will apply.

CONFLICT OF INTEREST

The TO Contractor awarded the TO Agreement shall provide IT technical and/or consulting services for State agencies or component programs with those agencies, and must do so impartially and without any conflicts of interest. Each Master Contractor shall complete and include a Conflict of Interest Affidavit in the form included as Attachment 4 this TORFP with its TO Proposal. If the TO Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the TO Procurement Officer may reject a Master Contractor's TO Proposal under COMAR 21.06.02.03B.

Master Contractors should be aware that the State Ethics Law, State Government Article, §15-508, might limit the selected Master Contractor's ability to participate in future related procurements, depending upon specific circumstances.

NON-DISCLOSURE AGREEMENT

Certain system documentation may be available for potential Offerors to review at a reading room at TO Requesting Agency's address. Offerors who review such documentation will be required to sign a Non-Disclosure Agreement (Offeror) in the form of Attachment 10. Please contact the TO Procurement Officer of this TORFP to schedule an appointment.

In addition, certain documentation may be required by the TO Contractor awarded the TO Agreement in order to fulfill the requirements of the TO Agreement. The TO Contractor, employees and agents who review such documents will be required to sign, including but not limited to, a Non-Disclosure Agreement (TO Contractor) in the form of Attachment 11.

LIMITATION OF LIABILITY CEILING

Pursuant to Section 28(C) of the CATS Master Contract, the limitation of liability per claim under this TORFP shall not exceed the total TO Agreement amount established.

SECTION 2 – SCOPE OF WORK

2.1 PURPOSE, AND BACKGROUND

2.1.1 PURPOSE

The Maryland Department of Transportation/State Highway Administration (MDOT/SHA) is issuing this CATS TORFP to obtain a hosted CVIEW service and for the development and implementation of associated custom interfaces.

2.1.2 SHA BACKGROUND

The Maryland State Highway Administration is the State agency responsible for highway safety programs and highway preservation. Intelligent Transportation Systems (ITS) utilize technology to increase roadway safety, reduce motorist delays and air pollution, and improve the overall productivity of commercial vehicle operations (CVO). ITS offer significant benefits to the State, the motor carrier industry and the traveling public. CVIEW is a component of an ITS system known as the Commercial Vehicle Information Systems and Networks (CVISN). CVISN is a national program sponsored by the Federal Motor Carrier Safety Administration of the U.S. Department of Transportation.

PROJECT BACKGROUND

CVIEW is the state's central repository for data related to intrastate and interstate motor carriers, commercial motor vehicles, and in the future commercial vehicle drivers. It does not replace agencies' operational systems, such as vehicle titling and registration, rather it is a collection of data from these systems that provides a single source for regulation and enforcement.

The CVIEW will support all aspects of the State's CVISN program. The system will support the timely distribution of safety and credential data to authorized users and will deliver data to the State's Electronic Screening system. CVIEW will improve the efficiency and effectiveness of the State's resources by automating the sharing of data between agencies, which currently is accomplished through manual processes (e.g., phone calls or letters).

CVIEW receives data from a number of Maryland information systems, as well as from the Safety and Fitness Electronic Record (SAFER) system.

- SAFER is the national system operated by FMCSA that stores and makes available motor carrier related data from all US jurisdictions.
- CVIEW is updated with Maryland IRP registration data daily via an automatic FTP.
- CVIEW is also updated with Maryland intrastate heavy vehicle registration data weekly.
- CVIEW is updated with Maryland Electronic Screening enrollments on an ad hoc basis, typically weekly, using an application known as MESA. Maryland expects to eliminate this process before the hosted CVIEW service is implemented.
- CVIEW receives Census data from SAFER weekly. CVIEW receives inspection data from SAFER as soon as it is available.

CVIEW is the primary data source for the Roadside Operations Computer (ROC). The ROC is located in the scalehouse and is the source of data for the electronic screening process. Further,

CVIEW is the source that Maryland uses to update the SAFER system with data originating in Maryland.

Maryland State agencies run Microsoft 2000 and XP workstations with Internet Explorer 6.0 web browsers. Maryland State Police have cellular wireless data communication (Cingular and Verizon) on laptop computers in mobile enforcement units.

2.1.3 Additional Background and Reference Information (available upon request to TO Manager)

2.1.3.1 Maryland CVISN Program Assessment

2.2 TECHNICAL REQUIREMENTS

2.2.1 PERFORMANCE OBJECTIVES

2.2.1.1 BASE SYSTEM REQUIREMENTS

The TO Contractor shall provide a hosted CVIEW service that meets the following requirements.

2.2.1.1.1 General

- 2.2.1.1.1.1 The TO Contractor shall provide a hosted CVIEW service that meets the following requirements.
- 2.2.1.1.1.2 The system must provide the electronic exchange of interstate and intrastate carrier and vehicle data between state legacy systems, users, and SAFER.
- 2.2.1.1.1.3 The system must be capable of storing and managing all credential and safety data (inspections, accidents, etc.), including transponder and operating authority data, supported by the most recent SAFER version release.
- 2.2.1.1.1.4 The system must be capable of receiving, processing, and outputting data in realtime and batch modes.
- 2.2.1.1.1.5 The system must provide a secure web/internet interface.
- 2.2.1.1.1.6 The system must be capable of displaying and modifying State and other specific data elements including appropriate visibility and facilities for add, change, and delete.
- 2.2.1.1.1.7 The system must provide a "Hot List" capability to flag specific carriers and/or specific vehicles for enforcement follow-up. This would include the capability to flag all carriers and/or all vehicles meeting a certain criteria, e.g., hazardous materials transporter.
- 2.2.1.1.1.8 The system must be secure from unauthorized modification of data and other system entities.
- 2.2.1.1.1.9 The system must be able to be used concurrently on the same computer with Aspen.
- 2.2.1.1.1.10 The system must be capable of storing and exchanging all data necessary for performing all Performance and Registration Information Systems Management (PRISM) functions. Maryland is not currently in the PRISM program, but may join in the future.

2.2.1.1.2 Safety and Fitness Electronic Record (SAFER)

- 2.2.1.1.2.1 The system must be certified as SAFER compliant (in accordance with documentation available at <http://cvisn.fmcsa.dot.gov/downdocs/safer.html>)
- 2.2.1.1.2.2 The system must provide and maintain capability to process all XML transaction sets defined in the SAFER ICD and subsequent updates.
- 2.2.1.1.2.3 Contractor is responsible for ensuring that all Maryland legacy system data is transmitted to SAFER accurately and in a timely manner (as soon as possible, and no more than twelve (12) hours, after the data is made available by the State legacy system).

2.2.1.1.3 System INTERFACES:

- 2.2.1.1.3.1 The system must have an interface to receive vehicle registration data (interstate and intrastate) from state legacy systems.
- 2.2.1.1.3.2 The system must have an interface to receive International Fuel Tax Agreement (IFTA) License data from state legacy system.
- 2.2.1.1.3.3 The system must have an interface to transmit data to roadside operations clients for electronic screening. Transactions shall be transmitted whenever data changes in CVIEW.

2.2.1.1.4 USER ACCESS

- 2.2.1.1.4.1 User access shall be by web browser, secure session.
- 2.2.1.1.4.2 The system shall only allow access to authorized users. The system will authenticate users to determine their authorized level. The system must provide for each user to have a unique user id and password.
- 2.2.1.1.4.3 The system must support secure high speed broadband and dial-up web/internet based queries. Response time for single instance queries should not exceed five seconds using high speed internet access, e.g., display summary screen for a vehicle based on query by license plate number.
- 2.2.1.1.4.4 The system must be capable of providing realtime access to safety, inspection, and credentialing data (including operating authority) for motor carriers and commercial vehicles.
- 2.2.1.1.4.5 The system must provide the capability to handle at least 100 concurrent users during peak usage.
- 2.2.1.1.4.6 The system must provide multiple, role specific (ability to restrict access to specific data elements), capabilities to include:
 - System Administrator
 - Enforcement personnel
 - Motor Vehicle Administration personnel (IRP and intrastate registration)
 - Comptroller's Office personnel (IFTA)
 - Other State personnel with Motor Carrier responsibilities (e.g., Port, Airport, Department of the Environment, and the Public Service Commission) as may be defined by the system administrator
 - Motor Carriers to have access to data about themselves (carrier and vehicle)

2.2.1.1.5 REPORTS

Contractor should describe in detail, with examples, in their proposal what they will provide for each of the following:

- 2.2.1.1.5.1 Audit report(s) of system activity.
- 2.2.1.1.5.2 A web based menu of standard reports.
- 2.2.1.1.5.3 An ad hoc report generation capability for authorized users to create one time or recurring reports to support data quality, program management, and other specialized information needs.

2.2.1.1.6 SYSTEM REQUIREMENTS

- 2.2.1.1.6.1 System must be available 24 hours a day, 7 days a week, at a 99% performance level excluding planned outages. Contractor to provide mechanism for tracking and reporting system outages.
- 2.2.1.1.6.2 Planned system outages must not exceed two hours for any single event or cumulatively within any 24 hour period unless coordinated with and approved by the TO Manager. Planned system outages should be between midnight and 4:00 A.M. Eastern time.
- 2.2.1.1.6.3 Contractor is to provide, maintain, and support all hardware, software, and communications facilities necessary for the operation of the CVIEW system. The contractor shall, after State approval, maintain all commercial off the shelf software at release levels supported by the product manufacturer. State to provide client hardware and internet access.
- 2.2.1.1.6.4 Contractor to provide data archive, backup and recovery.
- 2.2.1.1.6.5 Contractor to provide disaster recovery plan.
- 2.2.1.1.6.7 Contractor to describe in detail the capabilities they propose for Help Desk support. A staffed Help Desk during the hours of 8:00 A.M. to 5:00 P.M. Eastern time, Monday through Friday except State holidays is desirable.
- 2.2.1.1.6.8 Contractor to describe in detail what, if any, capabilities they propose for communications, network, hardware, software, applications, and redundancy.
- 2.2.1.1.6.9 Contractor to provide system configuration management.

2.2.1.1.7 DOCUMENTATION

Contractor shall provide each of the following, customized for Maryland as necessary, and make available for review a copy from an existing implementation of their system:

- 2.2.1.1.7.1 User Documentation
- 2.2.1.1.7.2 System Administrator Documentation – this should include application setup, application and user account setup, administration, and routine maintenance.
- 2.2.1.1.7.3 System Technical Documentation

2.2.1.1.8 TESTING

- 2.2.1.1.8.1 Contractor shall provide the following test plans and conduct the associated testing in conjunction with State personnel such as the Task Order Manager (TOM), the CVISN Program Manager, and the CVISN System Architect, as well as other State personnel that may be requested, at the State's sole discretion, to witness and signoff on the acceptance

tests. Contractor shall provide test results report with acceptance by TO Manager. The approved and installed Base Hosted CVIEW service is assumed to work as a stand-alone tool and as such the primary server that provides the service will not need to be tested at the unit level. The Contractor shall provide an Integration Test Plan to test the Maryland-Specific integration and functions.

1. User acceptance test plan
2. System test plan
3. Integration test plan

2.2.1.1.8.2 Contractor shall conduct a Load / Stress Test of the CVIEW service and provide a report of the results. This test should include the simulated use of the database by at least 100 concurrent users performing at least two concurrent database queries. It should include the use of the application (during this test) by at least five State personnel. These personnel shall review application access, GUI load, database queries, and general access to application information and data viewed to be within acceptable and reasonable response times.

2.2.1.1.8.3 Contractor shall provide fully operational Base Hosted CVIEW service and conduct four week pilot test. This pilot test should include the vendor's commercial version of CVIEW with fully populated Maryland legacy data indicated in section 2.2.1.1.10. If there are any major system failures during the four week pilot test, as determined by the TO Manager, the test period may be restarted at the State's sole discretion. If the pilot test must be restarted more than two times, the State, at its discretion, may terminate the contract.

2.2.1.1.8.4 Contractor shall provide weekly report of CVIEW performance during pilot test. Report to include system availability, usage, problems reported, and problem resolutions. Final report acceptance by the TO Manager that CVIEW service performed satisfactorily. If the weekly report is deemed to be unsatisfactory or incomplete, the contractor shall rectify such report and make an updated version available within five business days.

2.2.1.1.9 TRAINING

2.2.1.1.9.1 Contractor shall provide training materials for use by the State.

2.2.1.1.9.2 Contractor shall train 15 CVISN user staff once on the daily use of the system after deployment and after any change in user functionality and/or user interface.

2.2.1.1.9.3 Contractor shall train 5 CVISN technical staff once on the system design and procedures to make the system work, e.g., data flows, job scheduling, firewalls, troubleshooting, etc.

2.2.1.1.9.4 State to provide facility for training.

2.2.1.1.10 DATA

2.2.1.1.10.1 Contractor is to perform initial data load from SAFER.

2.2.1.1.10.2 Contractor is to perform initial data load from State IRP system (MIRP). There are approximately 24,000 IRP registered vehicles based in Maryland.

2.2.1.1.10.3 Contractor is to perform initial data load of Heavy Vehicle Registration data. There are approximately 127,000 heavy vehicles registered in Maryland.

2.2.1.1.10.4 Contractor is responsible for ensuring that all existing Maryland CVIEW legacy system data is transmitted to, and incorporated in SAFER.

- 2.2.1.1.10.5 The system shall be capable of the creation of up to 1000 user accounts. These accounts should have the ability to support role specific access with different access rules for system administrator and other privileged accounts (read and write access), law enforcement personnel, authorized users, and casual, occasional users of the system with read only access to data.

2.2.1.1.11 VEHICLE REGISTRATION INTERFACES

The contractor shall implement the following CVIEW legacy system interfaces using the existing legacy system output described below:

- 2.2.1.1.11.1 International Registration Plan (IRP).
MIRP – (Maryland International Registration Program). This application is used by the Maryland Motor Vehicle Administration, Motor Carrier Section to process the vehicle registrations of Maryland based interstate motor carriers. There are approximately 24,000 IRP registered vehicles based in Maryland. Maryland based carriers renew their registrations, add, delete and transfer vehicles, request weight changes, and add jurisdictions. When changes are made to any interstate vehicle in MIRP, the data is sent to CVIEW via a flat file (see Attachment 7 - MIRP Output to CVIEW) that is generated by MIRP at the end of each business day. The flat file is then transported via FTP to the Maryland CVIEW where it is processed through an LSI and the interstate information is then updated on the CVIEW and ultimately SAFER and the Roadside Operations Computer (ROC).

MIRP was developed using Oracle Developer Forms and Reports and using Oracle PL/SQL programming language. It currently uses an Oracle 8.1.7 Database running on a Microsoft Windows NT Server (soon to be upgraded to 2000). The application interfaces with the Database via the MDOT Network.

- 2.2.1.1.11.2 Heavy Vehicle Registration System.
This application is used by the Maryland Motor Vehicle Administration (MVA) to process the vehicle registrations of Maryland based intrastate motor carriers. There are approximately 127,000 heavy vehicles registered in Maryland. Maryland based carriers renew their registrations, add, delete and transfer vehicles, and request weight changes. The application runs on an IBM mainframe located at the MVA Headquarters and uses a DB2 database. The system currently generates a file once a week of changes in heavy vehicle (over 10,000 pounds) registration information, see Attachment 8 - Heavy Vehicle Output to CVIEW.

2.2.1.1.12 SAFER CERTIFICATION.

Contractor to obtain SAFER certification. In addition, the SAFER-CVIEW interface needs to be re-certified based on v1.0 of the SAFER-CVIEW Interface Re-certification document dated 4/17/2006, published for FMCSA by Volpe Center. This is based on SAFER releases 4.9 and 5.0. If this document is superseded by an updated version of the re-certification standard during the course of the task of the base CVIEW deliverable, the contractor shall be obligated to obtain re-certification based on the latest version of this document.

2.2.1.2 OPTIONAL ENHANCEMENTS TO BASE HOSTED CVIEW SERVICE

At the State's option, the contractor may be required to develop and implement the following system enhancements after the base system has been implemented, tested and accepted by the State.

2.2.1.2.1 Oversize/Overweight Hauling Permits System

The contractor shall develop the capability for real-time access to oversize/overweight hauling permit information contained in the Maryland Automated Hauling Permits System (AHPS). This capability would check the AHPS whenever vehicle summary information is displayed and display an indicator on the summary screen if a valid permit exists. It would provide a drill-down capability to display the permit detail. This capability would not require the operator to manually log-on to the AHPS. Enforcement personnel can currently log-on to the AHPS via the web and view permit information.

AHPS is an automated web-based system that processes oversize/overweight vehicle/load permits for travel on State owned roads. In calendar year 2005, there were 167,883 permits issued.

The SHA Hauling Permit Office, SHA District Offices, Maryland State Police, and customers all over the United States and Canada can access the system with secure login. Permits are input to the system by customers, the permit agents review, approve and reject permits. Credits and cancellations are real time.

The AHPS was developed by Bentley Transportation, Denver, Colorado, using an Oracle database, ASP and java (java may change in future). Various state agency users access the Permit administration program and Maintool, they are both using Oracle 8.17 (in process of being upgraded to Oracle 10g2), SQL/PLUS, and Crystal Reports 7.0 Professional (to be upgraded to 11 Professional version).

2.2.1.2.2 IRP Clearinghouse

The International Registration Plan (IRP) is a vehicle registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of license fees on the basis of fleet miles operated in various jurisdictions.

The contractor shall develop the capability for importing IRP vehicle data from the IRP Clearinghouse "Recap" file or an extract thereof. For background information see draft IRP Clearinghouse Interface Utility documents: Software Requirements Specification, and Design Document (Section 2.1.3).

2.2.1.2.3 ASPEN

The contractor shall develop the capability for online import of safety inspection data from Aspen.

ASPEN is an application owned and maintained by the Federal Motor Carrier Safety Administration (FMCSA) that collects all the commercial driver/vehicle roadside inspection details. It utilizes several other applications that pull data from remote sources – ISS, PIQ, CDLIS Access, and QC. It also includes communication features to electronically transfer inspection details to SAFER and/or SAFETYNET.

ASPEN operates on field laptops running the MS Windows operating system. It is written in Borland's Delphi and utilizes Paradox for its database. ASPEN does not require connectivity to a central site for operation. ASPEN is operational and continuously enhanced to meet regulatory and policy directives.

For further information, see the FMCSA web site
<http://infosys.fmcsa.dot.gov/resultsAspen.asp>

2.2.1.2.4 Data Maintenance

The contractor shall develop add, change, and delete capabilities, for authorized State personnel, to all data elements in the CVIEW. This capability is needed to address the problems of missing data and to correct data found to be in error.

2.2.2**DELIVERABLES/DELIVERY SCHEDULE:**

ID	Deliverables for 2.2.1	Expected completion
2.2.1.1	Contractor shall deliver a project plan, design document and a baseline Gantt chart at the first kickoff meeting for the development and implementation phase.	NTP + 5 Calendar Days
2.2.1.1.11	Contractor to implement State legacy system interfaces for IRP and Heavy Vehicle Registration systems including technical documentation and Operational procedures.	NTP + 28 Calendar Days
2.2.1.1.12	Contractor to obtain SAFER certification and recertification based on the latest version of the SAFER-CVIEW Interface re-certification document, v1.0 or higher.	NTP + 35 Calendar Days
2.2.1.1.7	Contractor to deliver CVIEW documentation tailored for Maryland.	NTP + 35 Calendar Days
2.2.1.1	Contractor shall provide test Base Hosted CVIEW service with State Legacy system interfaces for User Acceptance testing. Contractor shall also provide the required test plans to the State for review.	NTP + 42 Calendar Days
2.2.1.1.8.1	Contractor shall conduct user acceptance tests as requested by the State.	NTP + 49 Calendar Days
2.2.1.1.8.2	Contractor shall conduct a Load / Stress Test of the CVIEW service and provide a report of the results.	NTP + 49 Calendar Days
2.2.1.1.10	Contractor shall perform initial data loads from SAFER, MIRP and Heavy Vehicle Registrations, and provide report of record counts for carriers and vehicles.	NTP + 56 Calendar Days
2.2.1.1.9	Contractor shall conduct training	NTP + 56 Calendar Days
2.2.1.1.8.3	Contractor shall provide fully operational Base Hosted CVIEW service and conduct four week pilot test. If there are any major system failures during the four week pilot test, as determined by the Maryland CVISN Project Manager, the test period may be restarted at the State's sole discretion. If the pilot test must be restarted more than two times, the State, at its discretion, may terminate the contract.	NTP + 56 Calendar Days
2.2.1.1.8.4	Contractor shall provide report of CVIEW performance during pilot test. Report to include system availability, usage, problems reported, problem dispositions, with acceptance by the Maryland CVISN Project Manager that CVIEW service performed satisfactorily.	NTP + 84 Calendar Days
2.2.1.1	Contractor shall commence billable production basic CVIEW service	NTP + 84 Calendar Days
2.2.1.1.7.3	Contractor shall provide up-to-date Version Description Document.	NTP + 91 Calendar Days
2.2.1.2.1	Contractor shall, at the State's option, develop and implement interface with Maryland Hauling Permits system.	NTP + 144 Calendar Days
2.2.1.2.2	Contractor shall, at the State's option, develop and	NTP + 204 Calendar

	implement IRP Clearinghouse interface.	Days
2.2.1.2.3	The contractor shall, at the State's option, develop and implement ASPEN interface.	NTP + 264 Calendar Days
2.2.1.2.4	The contractor shall, at the State's option, develop and implement a data maintenance capability.	NTP + 324 Calendar Days

2.2.3 SERVICE LEVEL AGREEMENTS:

This section identifies SLA items defined in other TO sections, but which are consolidated into this SLA list for convenience.

- 2.2.3.1 The Contractor shall provide the hosted CVIEW service including network availability 24 hours a day, 7 days a week with a guaranteed service availability of 99% or greater, excluding a scheduled weekly maintenance window not to exceed two hours during the period Midnight until 4:00 a.m. eastern time.
- 2.2.3.2 The TO Manager shall be notified 48 hours in advance of scheduled maintenance activities that may impact site/system availability. Maintenance of 30 minutes or more shall be scheduled during the period Midnight until 4:00 a.m. eastern time. Maintenance outside of this schedule must have prior written approval by the TO Manager.
- 2.2.3.3 The system must support secure high speed broadband and dial-up web/internet based queries. Response time for single instance queries should not exceed five seconds using high speed internet access, e.g., display summary screen for a vehicle based on query by license plate number.
- 2.2.3.4 The system must be capable of providing realtime access to safety, inspection, and credentialing data (including operating authority) for motor carriers and commercial vehicles.
- 2.2.3.5 The system must provide the capability to handle at least 100 concurrent users during peak usage.
- 2.2.3.6 Contractor is responsible for ensuring that all Maryland legacy system data is transmitted to SAFER accurately and in a timely manner (as soon as possible, and no more than twelve (12) hours, after the data is made available by the State legacy system).
- 2.2.3.7 Contractor is to provide, maintain, and support all hardware, software, and communications facilities necessary for the operation of the CVIEW system. The contractor shall maintain all commercial off the shelf software at release levels supported by the product manufacturer. The State will provide client hardware and internet access.
- 2.2.3.8 Contractor to provide Help Desk support. A staffed Help Desk during the hours of 8:00 A.M. to 5:00 P.M. eastern time, Monday through Friday except State holidays with voice mail available at all other times is desirable. The contractor is to provide a phone number for an on-call emergency contact in the event the system becomes unavailable when the Help Desk is not staffed.
- 2.2.3.9 Contractor to describe in detail what capabilities they propose for handling system problems/failures issues relating to software, hardware, network, and IDS including reporting, call back, response time, time to resolve, and reporting. The State has the authority to establish and modify the priorities.

- 2.2.3.10 Contractor to assess and provide report on system capacity requirements at least annually.
- 2.2.3.11 Contractor to provide daily data backup.
- 2.2.3.12 Contractor to provide system recovery within two hours of system failure.
- 2.2.3.13 Contractor to provide monthly report of Service Level metrics. Service Level metrics to be define by contractor with approval by TO Manager.

2.2.4 HARDWARE AND SOFTWARE WARRANTIES:

Contractor shall warrant that the CVIEW software conforms to the requirements described in Section 2.2.1, General System Requirements.

2.2.5 REQUIRED PROJECT POLICIES, GUIDELINES AND METHODOLOGIES:

The Contractor shall comply with all applicable and State Laws, State and Federal regulations, policies, standards and guidelines affecting information technology projects, which may be created or changed periodically. It is the responsibility of the Contractor to insure adherence and to remain abreast of new or revised Laws, regulations, policies, standards and guidelines affecting project execution. These include, but are not limited to:

- A) The State's System Development Life Cycle (SDLC) methodology at: www.dbm.maryland.gov - keyword: SDLC;
- B) The State Information Technology Security Policy and Standards at: www.dbm.maryland.gov - keyword: Security Policy;
- C) The State Information Technology Project Oversight at: www.dbm.maryland.gov - keyword: IT Project Oversight;
- D) The State of Maryland Enterprise Architecture at: www.dbm.maryland.gov - keyword: MTAF Guiding Principles;
- E) The Contractor shall follow the project management methodologies that are consistent with the Project Management Institutes (PMI) Project Management Body of Knowledge (PMBOK) Guide.
Contractor's staff and subcontractors are to follow a consistent methodology for all TO activities;
- F) The Contractor shall apply a structured methodology to identify, evaluate, and select hardware, software, and services (e.g., telecommunications services, Internet access services, software maintenance) to meet CVIEW application and interface specific requirements and when warranted, adjusting the methodology, including prototypes and pilots, to mitigate risk. This shall include providing recommendations and assessments for CVIEW related applications and interfaces to systems and technologies in areas such as the following:
 - 1) COTS evaluations and comparisons;
 - 2) COTS integration strategies and feasibility;
 - 3) Technology insertion;
 - 4) Technology upgrades;
 - 5) System concept feasibility; and,
 - 6) Projected return on investment.
- G) SHA Computer Architecture – Standards for Information Technology (State standards take precedence).

2.3 CONTRACTOR EXPERTISE REQUIRED

Contractor shall demonstrate a thorough knowledge and expertise in developing and implementing Intelligent Transportation Systems (ITS) for commercial motor vehicle operations. The Contractor shall also demonstrate specific knowledge and experience with CVISN (Commercial Vehicle Information Systems and Networks) system or a similar system, including knowledge and experience of national and state systems and the deployment of a functional CVISN, or similar related system, along with the appropriate references. The contractor must also demonstrate expertise in the development and implementation of computer based information systems, the use of the Extensible Markup Language (XML), and web based applications. In addition, if the contractor chooses to use a subcontractor to develop and deploy the CVIEW base application and optional interfaces, the subcontractor should demonstrate the same knowledge and expertise described above.

2.4 CONTRACTOR MINIMUM QUALIFICATIONS

The following minimum qualifications are mandatory. The contractor shall be capable of furnishing all necessary services required to successfully complete all tasks and work requirements and produce high quality deliverables described herein. The contractor shall demonstrate, in its proposal, that it possesses such expertise in-house or has fostered strategic alliances with other firms for providing such services:

- Contractor must have a developed and commercially deployed a similar system that meets the requirements in Section 2.2.1.1, is not in the public domain (i.e., freeware or shareware) and is currently being utilized by at least two other states. If the contractor chooses to use a subcontractor for the task, the subcontractor should demonstrate the same capabilities described here.
- Contractor must have adequate facilities, including communications interfaces, to host the system for the State. If the contractor chooses to use a subcontractor for the task, the subcontractor should demonstrate the same capabilities described here.

As evidence of sound financial health, the contractor (and its associated subcontractor, if applicable) should furnish copies of financial statements and/or annual reports for the past two years that indicate positive cash flow and profitability of the business. This is required to ensure that the contractor (or its subcontractor) is financially equipped to develop, deploy, and support the application and associated interfaces for the duration of the contract term.

2.5 INVOICING

- 2.5.1 All invoices shall be submitted monthly no later than 15 calendar days after the end of the invoice period and include the following information: name and address of the State agency being billed, vendor name, remittance address, federal taxpayer identification or (if owned by an individual) his/her social security number, Invoice Period, Invoice Date, Invoice Number, Amount Due, Retainage (if applicable) and the Purchase Order Number(s) being billed. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information.
- 2.5.2 The Contractor shall submit the invoices to the agency identified in the Task Order. The State is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Contractor(s), however, is not exempt from such sales and use taxes and may be liable for the same.

- 2.5.3 Any material invoices can only be approved for cost. No additional fees or markups shall be allowed. All material invoices must be signed and dated by the Contractor and the original suppliers invoice shall be submitted and attached along with the applicable monthly invoice.
- 2.5.4 The Contractor shall provide the TO Manager with all invoices and supporting documentation.

2.6 REPORTING

2.6.1 Project Management:

The TO Contractor and the TO Requesting Agency shall conduct monthly progress meetings. A monthly project progress report shall be submitted five (5) days in advance of the meeting to the TO Manager and shall contain, at a minimum, the following information:

- TO Requesting Agency name, TO Number, functional area name and number, reporting period and “Progress Report” to be included in the e-mail subject line.
- A baseline Gantt chart provided at the initial kickoff meeting, updated with respect to current schedule
- Work accomplished during the previous month.
- Deliverable progress, as a percentage of completion.
- Problem areas including scope creep or deviation from the work plan.
- Planned activities for the next reporting period.
- An accounting report for the current reporting period and a cumulative summary of the totals for both the current and previous reporting periods. The accounting report shall include amounts invoiced-to-date and paid-to-date.

2.6.2 MBE

Monthly reporting of MBE participation is required in accordance with the terms and conditions of the Master Contract. The TO Contractor shall provide a completed MBE Participation form (Attachment 2, Form D-5) to the MDOT/SHA, at the same time the invoice copy is sent. The TO Contractor shall ensure that each MBE Subcontractor provides a completed MBE Participation Form (Attachment 2, Form D-6). Subcontractor reporting shall be sent directly from the subcontractor to the MDOT/SHA. The MDOT/SHA will monitor both the TO Contractor’s efforts to achieve the MBE participation goal and compliance with reporting requirements. Contractors shall email completed forms to the MDOT/SHA at dczorapinski@sha.state.md.us and pdangerfield@sha.state.md.us.

2.7 CHANGE ORDERS

Any change orders to this TO shall be done in accordance with the terms and conditions of the Master CATS Contract.

2.8 SECURITY AND CONFIDENTIALITY

2.8.1 Contractors shall comply with and adhere to the State IT Security Policy and Standards. These policies may be revised from time to time and the Contractor shall comply with all such revisions. Updated and revised versions of the State IT Policy and Standards are available on-line at: www.dbm.maryland.gov - keyword: Security Policy.

2.8.2 IT Security

2.8.2.1 Security Regarding Contractor-owned Computer Equipment. The Contractor shall not connect any of its own equipment to a State LAN/WAN without prior written approval by the State.

2.8.2.2 The Contractor shall fill-out any necessary paperwork for security access to sign on at the State's site if access is granted to the State's LAN/WAN, as directed and coordinated with the TO Manager.

2.8.3 Physical Security:

2.8.3.1 Each person who is an employee or agent of the Contractor or subcontractor shall display his or her company ID badge at all times while on State premises. Upon request of State personnel, each such employee or agent shall provide additional photo identification.

2.8.3.2 On-site Security requirement(s): For all conditions noted below, the Contractor's personnel may be barred from entrance or leaving any site until such time that the State conditions and queries are satisfied.

A. Any person who is an employee or agent of the Contractor or subcontractor and who enters the premises of a facility under the jurisdiction of the agency may be searched, fingerprinted (for the purpose of a criminal history background check), photographed and required to wear an identification card issued by the agency.

B. Further, the Contractor, its employees and agents and Subcontractor employees and agents shall not violate Md. Code Ann., Criminal Law Art. Section 9-410 through 9-417 and such other security policies of the agency that controls the facility to which access by the Contractor will be necessary. The failure of any of the Contractor's or Subcontractors employees or agents to comply with any provision of the Contract that results from award of this solicitation is sufficient grounds for the State to immediately terminate that Contract for default.

C. Some State sites, especially those premises of the Department of Public Safety and Correctional Services, require each person entering the premises to document an inventory items (such as: tools and equipment) being brought onto the site, and to submit to a physical search of his or her person. Therefore, the Contractor's personnel shall always have available an inventory list of tools being brought onto a site and be prepared to present the inventory list to the State staff or an officer upon arrival for review, as well as present the tools or equipment for inspection. Before leaving the site, the Contractor's personnel will again present the inventory list and the tools or equipment for inspection. Upon both entering the site and leaving the site, State staff or a correctional or police officer may search Contractor personnel.

2.8.3.3 At all times at any facility, the Contractor's personnel shall ensure cooperation with State site requirements which include: being prepared to be escorted at all times, and providing information for badging and wearing the badge in a visual location at all times.

2.8.4 Confidentiality

The contractor shall ensure the security and privacy of any nonpublic State data provided to the contractor. The contractor shall allow only its employees, appropriate subcontractors and other authorized individuals to access nonpublic State data, and then only to perform the functions and duties needed to operate the system. No other access, disclosure, use or sale of such data shall be allowed unless explicitly authorized in writing by the State.

SECTION 3 - TO PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

3.1 REQUIRED RESPONSE

Each Master Contractor receiving this CATS TORFP must respond within the CATS TORFP designated submission time as stated in Section 1.3 above with either a TO Proposal or a written notification via e-mail to the TO Procurement Officer that it does not intend to submit a TO Proposal and the reason(s) why the Master Contractor is not submitting a TO Proposal.

3.2 FORMAT

If a Master Contractor elects to submit a TO Proposal, the Master Contractor shall do so in conformance with the requirements of this CATS TORFP. A TO Proposal shall provide the following:

3.2.1 The technical portion of the TO Proposal shall include:

A. Proposed Services - Work Plan

- 1) Provide a detailed discussion of capabilities and approach to address the requirements outlined in Section 2 of this CATS TORFP.
- 2) The proposed work plan including estimated tasks hours of effort, dates, time schedules, assigned personnel by labor category, resumes and GANNT charts to accomplish the TO Agreement. In addition, provide for each labor category total number of personnel and estimated hours of effort.
- 3) Provide the total number of personnel by labor class, total estimated hours of effort by labor class.

B. Proposed Personnel

- 1) Identify all proposed personnel by labor category.
- 2) Provide the names and titles of all key management personnel who will be involved with supervising the services rendered under this TO Agreement.
- 3) The TO Technical Proposal shall clearly identify applicable experiences related to projects and technologies being used.

C. MBE Participation

Submit completed MBE Documents Attachment 2, Forms D-1 and D-2

D. Subcontractors

Identify all proposed subcontractors, including MBEs, and their full roles in the performance of this TO Agreement.

E. Master Contractor and Subcontractor Experience and Capabilities

- 1) Provide three references from different states to include:
 - Name of organization.
 - Name, title, and telephone number of point-of-contact for the reference.
 - Type, and duration of contract(s) supporting the reference.
 - The services provided, scope of the contract and performance objectives satisfied as they relate to the scope of this TORFP.
 - Whether the Master Contractor is still providing these services and if not, an explanation of why it is no longer providing the services to the client organization.
- 2) Provide information on past experience with similar projects.

F. Proposed facility

Identify Contractor facilities including address, from which any work will be performed.

3.2.2 The financial response of the TO Proposal shall include:

A. Assumptions: A description of any assumptions formed by the contractor in developing the Financial Proposal.

B. The contractor shall provide prices for:

- i. Start-up costs to implement base hosted CVIEW service as described in Section 2.2.1.1 including all hardware, software, communications, legacy system interfaces, data loads, training, documentation, testing and any other cost necessary to implement the service (Time and Materials).
- ii. Monthly cost by year for four years to provide hosted CVIEW application service as described in Section 2. Monthly costs to include CVIEW application maintenance and support, and all costs related to the hosting environment (Fixed price). Contractor should explain how a major upgrade to SAFER would be handled and an estimate of any potential additional costs.
- iii. Individual costs to develop each of the capabilities listed in Section 2.2.1.2 (Time and Materials). Contractor shall quote total costs through implementation for each of the capabilities.

C. Completed price proposal form (Attachment 1)

D. The Contractor must complete and submit with their financial proposals, all MBE forms as listed in Attachment 2, Forms D-1 and D-2.

SECTION 4 - PROCEDURE FOR AWARDING A TO AGREEMENT

4.1 EVALUATION CRITERIA

The TO Agreement Contractor will be selected from among all Master Contractors responding to the CATS TORFP. In making the TO Agreement award determination, the agency will consider all information submitted in accordance with Section 3, above.

4.2 TECHNICAL CRITERIA

The following are technical criteria for evaluating a TO Proposal and the relative order of importance of each technical criterion.

- a. Proposed Services – Work Plan (Refer to Section 3.2.1 A)
- b. Experience and Capability for the specified work (Refer to Section 3.2.1 E)
- c. Contractor's demonstrated understanding of the required work.
- d. Selection team's assessment of contractor's CVISN related deployment experience.

4.3 SELECTION PROCEDURES

4.3.1 TO Proposals deemed technically qualified will have their financial proposal considered. All others will receive e-mail notice from the TO Procurement Officer of not being selected to perform the work.

4.3.2 Qualified TO Proposal financial responses will be reviewed and ranked from lowest (best price) to highest price proposed.

4.3.3 The most advantageous TO Proposal offer considering technical and financial submission shall be selected for the work assignment. In making this selection, technical merit will receive greater weight than price.

4.3.4 The State reserves the right not to make an award in response to this TORFP.

4.4 COMMENCEMENT OF WORK UNDER A TO AGREEMENT

Commencement of work in response to a TO Agreement shall be initiated only upon issuance of a fully executed TO Agreement and by a Notice to Proceed authorized by the TO Procurement Officer. See Attachment 6 for a sample of a Notice to Proceed.

ATTACHMENT 1 - PRICE PROPOSAL

PRICE PROPOSAL FOR CATS TORFP # J02P6200040

Price for use, maintenance and support			
Months	Price per month	Price for year	Cumulative Price
1 – 12	\$	\$	\$
13 – 24	\$	\$	\$
25 – 36	\$	\$	\$
37 – 48	\$	\$	\$

Price to develop and implement Section 2.2.1.1.11 Vehicle Registration Interfaces			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price for Section 2.2.1.1.11			\$

Price to provide documentation, test plans, training materials, and conduct training			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price			\$

Price to Provide Base Hosted CVIEW Service
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Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price			\$

Price to Conduct Load and Stress Tests			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price Section			\$

Price to Perform Initial Data Load			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price Section			\$

Price to Conduct Pilot Test			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price Section			\$

Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price Section 2.2.1.2.4			\$

Price to develop and implement Section 2.2.1.2.1 Oversize/Overweight Hauling Permits Access			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
Total Material Price			\$

Total Price Section 2.2.1.2.1	\$
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Price to develop and implement Section 2.2.1.2.2 IRP Clearinghouse			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price Section 2.2.1.2.2			\$

Price to develop and implement Section 2.2.1.2.3 Aspen			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			
(Insert Proposed Material for this section)			\$
			\$
			\$
			\$
			\$
Total Material Price			\$
Total Price Section 2.2.1.2.3			\$

Price to develop and implement Section 2.2.1.2.4 Data Maintenance			
Labor Categories	A	B	C
	Hourly Labor Rate	Total Class Hours	Total Proposed CATS TORFP Price
(Insert Proposed Labor Categories for this section)	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Labor Price			
Material Costs			

(Insert Proposed Material for this section)	\$
	\$
	\$
	\$
Total Material Price	\$
Total Price Section 2.2.1.2.4	\$

TORFP Price Summary				
	Labor Hours	Labor Costs	Material Costs	Total
Monthly Use, Maintenance and Support				\$
Vehicle Registration Interfaces		\$	\$	\$
Documentation, Test Plans, Training Materials, and Conduct Training		\$	\$	\$
Provide Base Hosted CVIEW Service		\$	\$	\$
Conduct Load and Stress Tests		\$	\$	\$
Perform Initial Data Load		\$	\$	\$
Conduct Pilot Test		\$	\$	\$
		\$	\$	\$
OS/OW Hauling Permits Access		\$	\$	\$
IRP Clearinghouse		\$	\$	\$
Aspen		\$	\$	\$
Data Maintenance		\$	\$	\$
TORFP TOTAL		\$	\$	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

* The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower.

SUBMIT THIS WITH THE FINANCIAL RESPONSE

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 1

Certified MBE Utilization and Fair Solicitation Affidavit

This document shall be included with the submittal of the Offeror's TO Proposal. If the Offeror fails to submit this form with the TO Proposal, the TO Procurement Officer shall determine that the Offeror's TO Proposal is not reasonably susceptible of being selected for award.

In conjunction with the offer submitted in response to TORFP No. J02P6200040, I affirm the following:

1. I acknowledge the overall certified Minority Business Enterprise (MBE) participation goal of [] percent and, if specified in the TORFP, sub-goals of [] percent for MBEs classified as African American-owned and [] percent for MBEs classified as women-owned. I have made a good faith effort to achieve this goal.

OR

After having made a good faith effort to achieve the MBE participation goal, I conclude that I am unable to achieve it. Instead, I intend to achieve an MBE goal of [] percent and request a waiver of the remainder of the goal. If I am selected as the apparent TO Agreement awardee, I will submit written waiver documentation that complies with COMAR 21.11.03.11 within 10 business days of receiving notification that our firm is the apparent low bidder or the apparent awardee.

2. I have identified the specific commitment of certified Minority Business Enterprises by completing and submitting an MBE Participation Schedule (Attachment 2 - Form D-2) with the proposal.
3. I acknowledge that the MBE subcontractors/suppliers listed in the MBE Participation Schedule will be used to accomplish the percentage of MBE participation that I intend to achieve.
4. I understand that if I am notified that I am the apparent TO Agreement awardee, I must submit the following documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.
 - (a) Outreach Efforts Compliance Statement (Attachment D-3)
 - (b) Subcontractor Project Participation Statement (Attachment D-4)
 - (c) MBE Waiver Documentation per COMAR 21.11.03.11 (if applicable)
 - (d) Any other documentation required by the TO Procurement Officer to ascertain offeror's responsibility in connection with the certified MBE participation goal.

If I am the apparent TO Agreement awardee, I acknowledge that if I fail to return each completed document within the required time, the TO Procurement Officer may determine that I am not responsible and therefore not eligible for TO Agreement award. If the TO Agreement has already been awarded, the award is voidable.

5. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

Offeror Name

Signature of Affiant

Address

Printed Name, Title

Date

SUBMIT AS A .PDF FILE WITH TO RESPONSE

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 2

Minority Business Enterprise Participation Schedule

This document shall be included with the submittal of the TO Proposal. If the Offeror fails to submit this form with the TO Proposal, the TO Procurement Officer shall determine that the TO Proposal is not reasonably susceptible of being selected for award.

TO Prime Contractor (Firm Name, Address, Phone)	Task Order Description
Task Order Agreement Number J02P6200040	
List Information For Each Certified MBE Subcontractor On This Project	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	

USE ATTACHMENT D-2 CONTINUATION PAGE AS NEEDED

SUMMARY

TOTAL MBE PARTICIPATION:	<u> %</u>
TOTAL WOMAN-OWNED MBE PARTICIPATION:	<u> %</u>
TOTAL AFRICAN AMERICAN-OWNED MBE PARTICIPATION:	<u> %</u>

Document Prepared By: (please print or type)

Name: _____ Title: _____

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 2

Minority Business Enterprise Participation Schedule (Continued)

List Information For Each Certified MBE Subcontractor On This Project	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	

SUBMIT AS A .PDF FILE WITH TO RESPONSE

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 3

Outreach Efforts Compliance Statement

In conjunction with the bid or offer submitted in response to TORFP # J02P6200040, I state the following:

1. Offeror identified opportunities to subcontract in these specific work categories:
2. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBEs for these subcontract opportunities.
3. Offeror made the following attempts to contact personally the solicited MBEs:
4. ☐ Offeror assisted MBEs to fulfill or to seek waiver of bonding requirements.

(DESCRIBE EFFORTS)

☐ This project does not involve bonding requirements.

5. ☐ Offeror did/did not attend the pre-proposal conference

☐ No pre-proposal conference was held.

Offeror Name

By:

Name

Address

Title

Date

SUBMIT WITHIN 10 WORKING DAYS OF RECEIVING NOTICE OF THE POTENTIAL AWARD

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 4

Subcontractor Project Participation Statement

SUBMIT ONE FORM FOR EACH CERTIFIED MBE LISTED IN THE MBE PARTICIPATION SCHEDULE

Provided that _____ is awarded the TO Agreement in
(Prime TO Contractor Name)
conjunction with TORFP No. J02P6200040, it and _____,
(Subcontractor Name)
MDOT Certification No. _____, intend to enter into a contract by which the subcontractor shall:

(Describe work to be performed by MBE):

- ☐ No bonds are required of Subcontractor
☐ The following amount and type of bonds are required of Subcontractor:

By:

By:

Prime Contractor Signature

Subcontractor Signature

Name

Name

Title

Title

Date

Date

SUBMIT WITHIN 10 WORKING DAYS OF RECEIVING NOTICE OF THE POTENTIAL AWARD

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 5

Minority Business Enterprise Participation TO Contractor Paid/Unpaid Invoice Report

Report #: _____ Reporting Period (Month/Year): _____ Report is due by the 15th of the following month.	CATS TORFP #J02P6200040 Contracting Unit _____ Contract Amount _____ MBE Sub Contract Amt _____ Contract Begin Date _____ Contract End Date _____ Services Provided _____
--	---

Prime TO Contractor:		Contact Person:	
Address:			
City:		State:	ZIP:
Phone:	FAX:		
Subcontractor Name:		Contact Person:	
Phone:	FAX:		
Subcontractor Services Provided:			
List all unpaid invoices over 30 days old received from the MBE subcontractor named above: 1. _____ 2. _____ 3. _____ Total Dollars Unpaid: \$ _____			

****If more than one MBE subcontractor is used for this contract, please use separate forms.**

Return one copy of this form to the following address:

Dave Czorapinski Chief, Motor Carrier Division State Highway Administration – OOTS/MCD 7491 Connelley Drive Hanover, MD 21076 dczorapinski@sha.state.md.us	Percy Dangerfield MBE Chief State Highway Administration – Mail Stop C-406 707 North Calvert Street Baltimore, MD 21202 pdangerfield@sha.state.md.us
---	---

Signature: _____ Date: _____

SUBMIT AS REQUIRED IN TO CONTRACTOR MBE REPORTING REQUIREMENTS

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 6

Minority Business Enterprise Participation Subcontractor Paid/Unpaid Invoice Report

Report #: _____ Reporting Period (Month/Year): ____/____ Report Due By the 15th of the following Month.	CATS TORFP #J02P6200040 Contracting Unit _____ Contract Amount _____ MBE Sub Contract Amt _____ Contract Begin Date _____ Contract End Date _____ Services Provided _____
MBE Subcontractor Name: _____	
MDOT Certification #: _____	
Contact Person: _____	
Address: _____	
City: _____	State: _____ ZIP: _____
Phone: _____	FAX: _____
Subcontractor Services Provided: _____	
List all payments received from Prime TO Contractor during reporting period indicated above. 1. _____ 2. _____ 3. _____ Total Dollars Paid: \$ _____	List dates and amounts of any unpaid invoices over 30 days old. 1. _____ 2. _____ 3. _____ Total Dollars Unpaid: \$ _____
Prime TO Contractor: _____ Contact Person: _____	
Return one copy of this form to the following address:	
Dave Czorapinski Chief, Motor Carrier Division State Highway Administration – OOTS/MCD 7491 Connelley Drive Hanover, MD 21076 dczorapinski@sha.state.md.us	Percy Dangerfield MBE Chief State Highway Administration – Mail Stop C-406 707 North Calvert Street Baltimore, MD 21202 pdangerfield@sha.state.md.us
Signature: _____ Date: _____	

SUBMIT AS REQUIRED IN TO CONTRACTOR MBE REPORTING REQUIREMENTS

ATTACHMENT 3 - TASK ORDER AGREEMENT

CATS TORFP # J02P6200040
OF MASTER CONTRACT # 050B6800025

This Task Order Agreement (“TO Agreement”) is made this **day** of **Month**, 2006 by and between **MASTER CONTRACTOR** and the STATE OF MARYLAND, Department of Transportation, State Highway Administration.

IN CONSIDERATION of the premises and the covenants herein contained, the parties agree as follows:

1. Definitions. In this Contract, the following words have the meanings indicated:

- a. “Agency” means Maryland State Highway Administration identified in the CATS TORFP # J02P6200040.
- b. “CATS TORFP” means the Maryland State Highway Administration, Task Order Request for Proposals # J02P6200040, dated **June 27, 2006**.
- c. “TO Procurement Officer” means Task Order Procurement Officer as assigned by the Task Order requesting agency.
- d. “State” means the State of Maryland.
- e. “TO Agreement” means this task order agreement.
- f. “TO Agreement Contractor” means the master contractor selected to perform the task order agreement work identified in the CATS TORFP # J02P6200040.
- g. “TO Manager” means the agency Task Order Manager as assigned by the TO requesting agency, Dave Czorapinski.
- h. “TO Proposal - Technical Proposal” means the TO Agreement Contractor’s technical response to the CATS TORFP, dated **June 27, 2006**.
- i. “TO Proposal - Financial Proposal” means the TO Agreement Contractor’s financial response to the CATS TORFP, dated **June 27, 2006**.
- j. **OTHER DEFINITIONS add any other definitions**

2. Scope of Work

The TO Agreement Contractor shall, in full satisfaction of the specific requirements of this TO Agreement, provide the services set forth in Section 2 of the CATS TORFP # J02P6200040.

- 2.1 These services shall be provided in accordance with the Master Contract, this TO Agreement, and the following exhibits, which are attached and incorporated herein by reference. If there is any conflict among the Master Contract, this TO Agreement, and these Exhibits, the terms of the Master Contract shall govern. If there is any conflict among this TO Agreement and these Exhibits, the following order of precedence shall determine the prevailing provision:

This TO Agreement, dated MONTH DAY, YEAR.

Exhibit A – CATS TORFP # J02P6200040, dated June 27, 2006 (include any Addenda and dates issued)

Exhibit B – Master Contractor's TO Proposal-Technical Proposal, dated MONTH DAY, YEAR

Exhibit C – Master Contractor's TO Proposal-Financial Proposal, dated MONTH DAY, YEAR.

- 2.2 The DBM Procurement Officer may, at any time, by written order, make changes in the work within the general scope of the TO Agreement. No other order, statement or conduct of the DBM Procurement Officer or any other person shall be treated as a change or entitle the TO Agreement Contractor to an equitable adjustment under this section. Except as otherwise provided in this TO Agreement, if any change under this section causes an increase or decrease in the TO Agreement Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment in the TO Agreement price shall be made and the TO Agreement modified in writing accordingly. The TO Agreement Contractor must assert in writing its right to an adjustment under this section within thirty (30) days of receipt of written change order and shall include a written statement setting forth the nature and cost of such claim. No claim by the TO Agreement Contractor shall be allowed if asserted after final payment under this TO Agreement. Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause of the Master Contract. Nothing in this section shall excuse the TO Agreement Contractor from proceeding with the TO Agreement as changed.

3. Time for Performance.

Unless terminated earlier as provided in the Master Contract, the TO Agreement Contractor shall provide the services described in its TO Proposal and in accordance with the CATS TORFP. The term of this TO Agreement is for the duration commencing on date of notice to proceed and terminating on December 31, 2010. The TO Agreement Contractor shall provide services upon receipt of a Notice to Proceed from the TO Manager.

4. Consideration and Payment

- 4.1. The consideration to be paid the TO Agreement Contractor shall not exceed \$total amount of task order. Any work performed by the TO Agreement Contractor in excess of the not-to-exceed ceiling amount of TO Agreement without the prior written approval of the Contract Manager is at the TO Agreement Contractor's risk of non-payment.
- 4.2. Payments to the TO Agreement Contractor shall be made as outlined within Section 2 of the CATS TORFP # J02P6200040, but no later than thirty (30) days after the Agency's receipt of an invoice for accepted deliverables provided by the TO Agreement Contractor, by the purchasing Agency for services

provided by the TO Agreement Contractor, and pursuant to the conditions outlined in Section 4 of this Agreement.

- 4.3. Each invoice for services rendered must include the TO Agreement Contractor's Federal Tax Identification Number which is **Federal ID number**. Charges for late payment of invoices other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time-to-time amended, are prohibited. Invoices must be submitted to the Agency TO Manager unless otherwise specified herein.
- 4.4. In addition to any other available remedies, if, in the opinion of the TO Procurement Officer, the TO Agreement Contractor fails to perform in a satisfactory and timely manner, the TO Procurement Officer may refuse or limit approval of any invoice for payment, and may cause payments to the TO Agreement Contractor to be reduced or withheld until such time as the TO Agreement Contractor meets performance standards as established by the DBM Procurement Officer.

IN WITNESS THEREOF, the parties have executed this TO Agreement as of the date hereinabove set forth.

TO AGREEMENT MASTER CONTRACTOR NAME

By

Date

Witness:_____

MARYLAND STATE HIGHWAY ADMINISTRATION

By: Peter Arrey
TO Procurement Officer

Date

Witness:_____

ATTACHMENT 4 - CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)

-
SUBMIT THIS WITH THE TECHNICAL RESPONSE

ATTACHMENT 5 - DIRECTIONS TO THE PRE-PROPOSAL CONFERENCE

Driving directions for MDOT Headquarters

7201 Corporate Center Dr.

Hanover, Md. 21076

Baltimore:

From 695; Take Baltimore –Washington Parkway (295) south to I-195 towards the BWI airport. Take I-195 to Md. Rte 170 south towards Dorsey. Go to the fifth traffic light and turn left on Stoney Run rd. Take Stoney Run rd. through traffic light to stop sign. Turn left on Old Stoney Run Rd. Take Old Stoney Run Rd. to stop sign at Ridge Rd. and turn right. Take Ridge Rd. to the traffic circle and turn right on Corporate Center Dr. Take Corporate Center Dr. to 7201 on left side of road. Parking is on right side of road.

Washington:

From Baltimore-Washington Parkway (295); Take Baltimore-Washington Parkway North to I-195 and exit towards the BWI Airport (East). Take I-195 towards the BWI Airport to Md. Rte.170. Take Md. Rte. 170 south towards Dorsey. Go to the fifth traffic light and turn left on Stoney Run rd. Take Stoney Run rd. through traffic light to stop sign. Turn left on Old Stoney Run Rd. Take Old Stoney Run Rd. to stop sign at Ridge Rd. and turn right. Take Ridge Rd. to the traffic circle and turn right on Corporate Center Dr. Take Corporate Center Dr. to 7201 on left side of road. Parking is on right side of road.

Annapolis:

From I-97; Take I-97 North to Rte.100 towards Columbia (west). Take Rte. 100 to Rte 170 north towards BWI Airport. Take Rte. 170 to the third traffic light and turn right on Stoney Run Rd. Take Stoney Run rd. through traffic light to stop sign. Turn left on Old Stoney Run Rd. Take Old Stoney Run Rd. to stop sign at Ridge Rd. and turn right. Take Ridge Rd. to the traffic circle and turn right on Corporate Center Dr. Take Corporate Center Dr. to 7201 on left side of road. Parking is on right side of road.

ATTACHMENT 6 - NOTICE TO PROCEED

Day Month, Year

TO Contractor Name
TO Contractor Mailing Address

Re: CATS Task Order Agreement #J02P6200040

Dear TO Contractor Contact:

This letter is your official Notice to Proceed as of Day Month, Year, for the above-referenced Task Order Agreement. Dave Czorapinski of the Maryland State Highway Administration will serve as your contact person on this Task Order. Dave Czorapinski can be reached at 410-582-5734 and by email at dcorapinski@state.md.us.

Enclosed is an original, fully executed Task Order Agreement and purchase order.

Sincerely,

Peter Arrey
Task Order Procurement Officer

Enclosures (2)

cc: Dave Czorapinski
Procurement Liaison Office, Office of Information Technology, DBM
Project Management Office, Office of Information Technology, DBM

ATTACHMENT 7 - MIRP OUTPUT TO CVIEW

This is the output from the Maryland IRP system (MIRP) to CVIEW. It is designated IRP05.

Every weekday evening, a process is initiated to create an ASCII text file that contains data relevant to vehicle credential changes that occurred on transactions paid two business days ago. This file is supplied to both the MVA mainframe system and the CVIEW server. The record for one vehicle consists of twenty 80 character lines, with a single character transaction identifier located in column 1 and has the following meanings:

- A Add vehicle credential information
 - Vehicle registration renewal
 - Add vehicle supplement
 - Vehicle in a new fleet or new account
 - Vehicle being added on a transfer supplement
- D Drop vehicle credential information
 - Vehicle being removed from a fleet on a transfer supplement. This occurs before the corresponding "A"dd vehicle record.
- W Weight Change supplement
- C Change credential information
 - Plate replacement supplement
 - Sticker replacement supplement

Line 1

1	1	Transaction Indicator {A,C,D,W}
3	6	Date (MMDDYY)
9	9	Title Number (LJSF)
18	10	Plate number (LJSF)
28	18	VIN (LJSF)
46	2	Vehicle Model Year (YY)
48	6	Unladen Weight (RJSF)
54	6	Combined Weight (RJSF)
60	6	Registration Expiration Date (MMDDYY)
66	15	Owner Name (LJSF)

Line 2

1	55	Owner name continued (LJSF)
56	25	Company name (LJSF)

Line 3

1	45	Company name (LJSF)
46	35	Street Address (LJSF)

Line 4

1	35	Address line 2 (LJSF)
36	20	City (LJSF)
56	2	State
58	9	ZipCode (LJSF)
67	4	Vehicle make (LJSF)
71	2	Vehicle type code
73	5	Account number (RJSF)
78	3	Fleet number (RJSF)

Line 5

1	9	Owner Equipment number (LJSF)
10	2	Number of axles or seats (RJSF)
12		List of Jurisdictions and weights

There are 70 fields of Jurisdictions and weights formatted as follows

+0	2	Jurisdiction code
+2	7	Weight for this jurisdiction

These records occupy the next 7 lines in addition to the entries on Line 5

Line 13

1	1	Least significant digit of last Jurisdiction Weight
2	79	Fee information

Line 14

Fee information (not currently used)

Line 15

56	5	Julian Date
71	2	Operation Type Code
73	4	'000D'
77	2	# of Registration Months
79	2	County Code (first 2 characters) (LJSF)

Line 16

1	2	County Code (last 2 characters)(LJSF)
16	1	'A'
25	3	Supplement number (RJSF)
54	9	Invoice Number (LJSF)

Line 17

55	26	Mailing address line 1 (LJSF)
----	----	-------------------------------

Line 18

1	9	Mailing address line 1 continued (LJSF)
10	35	Mailing address line 2 (LJSF)
45	20	Mailing address City
65	2	Mailing address State
67	9	Mailing address ZipCode
80	1	'Y'

Line 19

1	20	Insurance Policy number (LJSF)
21	35	Insurance Company Name (LJSF)
55	5	Insurance Company Code (RJSF)
73	8	Vehicle Sticker number (LJSF)

Line 20

1	2	Vehicle Sticker number continued (LJSF)
3	6	Mileage Percentage (RJSF-9v99999)
9	6	Purchase Price (RJSF)
15	6	Purchase Date (MMDDYY)
21	6	MSRP (RJSF)
27	1	Fuel Type Indicator
31	3	'MMD'
38	10	Title Number (LJSF)
54	1	'0'
78	1	'1'
79	2	Reg Year (YY)

ATTACHMENT 8 - HEAVY VEHICLE OUTPUT TO CVIEW

This is the output from the Maryland Vehicle Registration system of intrastate heavy vehicles to CVIEW. This process is currently being run once a week.

CVISN RECORD

DATA	SIZE
VIN	19
TAG NUMBER	07
TITLE NUMBER	08
UNIT NUMBER	09
VEHICLE MAKE	04
VEHICLE YEAR	04
GROSS VEHICLE WEIGHT	05
GROSS COMBINED WEIGHT	05
EXCEPTION CODE	03
INSURANCE DATE	08
REGISTRATION EXPIRATION DATE	08
GENERAL FLAG	01
VEIP FLAG	01
STOLEN FLAG	01
VEHICLE OWNER NAME	30
VEHICLE CO OWNER NAME	30
OWNER STREET ADDRESS	30
OWNER CITY	20
OWNER COUNTY	03
OWNER STATE	02
OWNER ZIP	05

ATTACHMENT 9 – MARYLAND CVISN CONCEPT PROPOSAL

Provided as a separate pdf file “Attachment 9 Maryland CVISN Concepts Proposal”

ATTACHMENT 10 – DRAFT IRP CLEARINGHOUSE INTERFACE UTILITY – SOFTWARE REQUIREMENTS SPECIFICATION

Provided as a separate pdf file “Attachment 10 Draft IRP Clearinghouse Interface Utility – Software Requirements Specification”

ATTACHMENT 11 – DRAFT IRP CLEARINGHOUSE INTERFACE UTILITY – DESIGN DOCUMENT

Provided as a separate pdf file “Attachment 11 Draft IRP Clearinghouse Interface Utility – Design Document”

ATTACHMENT 12 – CVIEW HIGH LEVEL INTERFACE DIAGRAM

Provided as a separate pdf file “Attachment 12 CVIEW High Level Interface Diagram”

ATTACHMENT 13 – ABBREVIATIONS & ACRONYMS

This section provides abbreviations and acronyms, listed in alphabetical order, and their expanded name.

AAMVA - American Association of Motor Vehicle Administrators
ADC -Annapolis Data Center
AHPS – Maryland Automated Hauling Permits System
APL - The Johns Hopkins University Applied Physics Laboratory
ASPEN - (Not an acronym)
AVI - Automatic Vehicle Identification
CAT - Carrier Automated Transaction
CDL - Commercial Driver’s License
CDLIS - Commercial Driver’s License Information System
CH - Clearinghouse
CHART – Coordinated Highways Action Response Team
CMV - Commercial Motor Vehicle
CMVSA - Commercial Motor Vehicle Safety Act
COTS - Commercial-off-the-shelf
CSI - Cambridge Systematics, Inc.
CV - Commercial Vehicle
CVIEW - Commercial Vehicle Information Exchange Window
CVISN - Commercial Vehicle Information Systems and Networks
CVO - Commercial Vehicle Operations
CVSA- Commercial Vehicle Safety Alliance
DMV - Department of Motor Vehicles
DOT - Department of Transportation
DSRC - Dedicated Short Range Communication
EDI - Electronic Data Interchange
ESE - Electronic Screening (E-Screening) Enrollment
ETC - Electronic Toll Collection
FEIN - Federal Employer Identification Number
FHWA - Federal Highway Administration
FMCSA - Federal Motor Carrier Safety Administration
FTP - File Transfer Protocol
GOTS – Government Off-the-Shelf Software
GPS - Global Positioning System
HAZMAT - Hazardous Material
HVUT - Heavy Vehicle Use Tax
IFTA - International Fuel Tax Agreement
IRP - International Registration Plan
ISS – Inspection Selection System
IT - Information Technology
ITS - Intelligent Transportation Systems (formerly IVHS)
JHU/APL - The Johns Hopkins University Applied Physics Laboratory
LAN - Local Area Network
LSI - Legacy System Interface
MCMIS - Motor Carrier Management Information System

MCSAP- Motor Carrier Safety Assistance Program
MDOT – Maryland Department of Transportation
MDTA – Maryland Transportation Authority
MESA - Maryland Electronic Screening Administration
MILES – Maryland Interagency Law Enforcement System
MIRP - Maryland International Registration Program
MSP – Maryland State Police
MVA - Motor Vehicle Administration
NORPASS - North American Preclearance and Safety System
NT - New Technology (Microsoft Operating System)
NYRPC - New York Regional Processing Center
OIT - Office of Information Technology
OOS - Out of Service
OOSD – Out of Service Driver
OOSV - Out of Service Vehicle
OOTs – Office of Traffic & Safety
OSCAR - One Stop Credentialing and Registration – NY State Electronic CMV site
OS – Oversize
OST - Office of the Secretary of Transportation
OTTS - Office Transportation Technology Services
OW - Overweight
PRISM - Performance and Registration Information Systems Management
ROC - Roadside Operations Computer
ROVER - CVO ROving VERification Van
RPC – Regional Processing Center
SAFER - Safety and Fitness Electronic Records
SAFETYNET - (Not an acronym)
SAFER CVIEW - Application Programming Interface
SDM - SAFER Data Mailbox
SHA – State Highway Administration
SNET - SAFETYNET
SQL - Structured Query Language
SSN - Social Security Number
TCP/IP - Transmission Control Protocol/Internet Protocol
TEA-21 - Transportation Equity Act for the 21st Century
TIN - Tax Identification Number
USDOT - United States Department of Transportation
VIN - Vehicle Identification Number
VISTA - Vehicle Information System for Tax Apportionment
WAN - Wide Area Network
WIM - Weigh-In-Motion
XHTML - eXtensible Hypertext Markup Language
XML - eXtensible Markup Language
XQL - XML Query Language